| King County | Department of Adult and Juvenile Detention<br>Adult Divisions<br>General Policy Manual | |
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| | **Chapter 6**<br>**Resident Classification and Discipline** | |
| **6.02.002 - Resident Disciplinary System** | Approved By: | Director Allen Nance |
| | Effective Date: | July 16, 2025 |
| | Reviewed By: | PRC |
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**Purpose**
To establish guidelines for disciplinary standards for violation of jail rules.

**Policy**
It is the policy of the department to provide a disciplinary system through which residents who violate jail rules shall be processed. Resident discipline is implemented with the goals of ensuring that the resident is held responsible for their actions, to minimize the reoccurrence of a resident's problematic behavior, and to promote humane, safe, and secure facilities. The results of this system may include behavior modification, and/or disciplinary sanctions.

**References**

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| RCW: | 70.48 |
| Department Publication: | Resident Information Handbook |
| Department Forms: | Disciplinary Appeal Form |
| | Disciplinary Checklist and Statement (F-554) |
| | Officer's Report (F-627) |
| | Rule Infraction Report (F-544) |
| Department Policies: | 1.02.004 - Resident Funds |
| | 4.01.021 - Evidence Collection and Storage |
| | 4.03.009 - Restraints |
| | 5.07.001 - Good Time Credit |
| | 5.07.002 - Sentence Computation and Tracking |
| | 6.01.004 - Resident Behavior Alert Report |
| | 6.03.001 - Restrictive Housing |

**Definitions**
**Restrictive Housing:** A management routine and housing assignment separate from other residents. This placement and classification is a managerial(administrative) decision applied to a resident(s) whose continued presence in general population presents a serious threat to staff, self, other residents, or property excluding those in medical or psychiatric housing. All restrictive housing placements and routines are administrative, and a hearing is not required, except in the case of an infraction disciplinary hearing.
**Classification/Operations Workgroup:** A group of department members, including representatives from both classification and operations, as appointed by The King County Corrections Guild and Local 21AD. The group's main task is to hear and report back on

infraction outcomes brought to the group by dissatisfied reporting staff but may hear and take action on other issues as well.
**Disciplinary Sanction:** Sanction imposed after a guilty finding at a disciplinary hearing, designed to deter future misbehavior and to hold the resident accountable for the rule violation.
**Disciplinary Appeal:** A process by which a resident may appeal disciplinary findings to an appointed authority.
**Disciplinary Hearing:** An administrative process that determines the guilt or innocence of a resident and imposes disciplinary sanctions.
**Disciplinary Committee:** One or more persons convened for the purpose of conducting a disciplinary hearing. The committee is chaired by a Corrections Program Specialist (CPS), Corrections Program Supervisor, or other supervisor designated by the appropriate authority.
**Disciplinary Violation**: The violation of a resident rule that requires a disciplinary hearing before a disciplinary sanction can be imposed.
**Rule Infraction/Behavior Modification Report:** The document utilized to document a violation of resident rules.
**Resident Rules**: Published rules of prohibited resident behavior. There are three categories: major, serious, and general.
**Keep Separate From (KSF):** A computer entry that specifies residents that must be kept away from each other for documented reason(s).
**On-Site Behavior Modification/Regulation:** Sanction imposed for the violation without the need for a disciplinary hearing.

1. Only applies to general rule violations.
2. Designed to alleviate current rule violations or threats to order/security.
3. Creating an environment where rule violations or threats to order/security are less likely.

**Sanctions**: The disciplinary measure imposed for a resident rule violation.
**Post-Disciplinary Hearing Restrictive Housing:** Restricted housing for residents serving disciplinary sanctions resulting from a guilty finding during a disciplinary hearing.
**Pre-Disciplinary Hearing Restrictive Housing:** Restricted housing for residents awaiting a disciplinary hearing. This shall only be used when the resident poses and continues to pose an imminent threat to safety and/or security to others or to the operation of the facility. A sergeant or higher authority must approve such placement.
**Rack-back:** Confinement to a resident's cell or specific living area.

## A. Resident Rules List Distribution

1. A complete list of resident rules is contained in the Resident Information Handbook. This list shall be reviewed and updated as necessary.
2. Resident Information Handbooks shall be distributed to all residents by uniformed staff at the time of booking and is also available via the resident tablets.

## B. Responses to Resident Rule Violations

1. All violations of resident rules shall be documented on a Rule Infraction Report (F-544) (except minor verbal warnings) and be entered into the unit's JMS shift log.
2. Violations of resident rules may be responded to by way of:
   a. On-site behavioral modification
   b. Disciplinary violation
      1) A Rule Infraction Report (F-544) will be completed, approved by a duty sergeant and marked as delivered to the resident in JMS.
      2) A hard copy of the Rule Infraction Report (F-544) will be delivered to the resident.

3) A disciplinary hearing will be scheduled in JMS and classification staff will be alerted of the disciplinary hearing.

c. Transfer to pre-disciplinary restrictive housing for residents who present an imminent threat to safety and security.
   1) This transfer requires the approval of a duty sergeant.

d. Criminal charge referral.
   1) If a resident allegedly commits a violation of criminal law, the incident will be reviewed by the shift commander and will be referred to the appropriate authorities for investigation and potential prosecution.

3. Self-harm acts related to suicide attempts or mental health related caused self-harm behaviors shall be reported on a Rule Infraction Report (F-544) for documentation only and no hearing will be held for these infraction reports.
4. For violations of resident rules for self-mutilation, such as tattooing, a Rule Infraction Report (F-544) shall be issued.

**C. On-site behavioral modification/regulation (No Disciplinary Hearing)**

1. All violations of resident rules shall be documented on a Rule Infraction Report (F-544) (except minor verbal warnings) and be entered in the unit's JMS shift log.
2. Staff may attempt to address violations of general resident rules through an on-site behavioral modification, rather than through a disciplinary violation. The goal of an on-site behavioral modification must be to address security concerns or to curtail/contain improper behavior.
3. Behavioral Modifications include:
   a) Verbal warning: Used to provide initial instructions/reminder of rules. When feasible, residents should receive a verbal warning before further action is taken.
   b) Written warning: Used for a resident's deliberate refusal to adhere to initial instructions/reminders of the rules.
      1) A written warning should be used, when appropriate, before undertaking other means.
   c) Request to CPS staff for an alternative housing assignment,
   d) Racking back (up to two (2) hours). (Notation in the JMS shift log regarding specific behavior is required.)
   e) Extra work.
   f) Loss of unit worker privileges.
   g) Loss of dayroom access. For residents already restricted to one hour of dayroom access per day this may only be imposed when the resident's behavior creates safety and security concerns.
      1) Recreation yard access, television access, or removal of commissary privileges are not included, as they can only be removed as the result of a disciplinary hearing.
   h) Removal from current visiting, telephone access, or program session.
   i) When an on-site behavioral modification (no disciplinary hearing required) is requested, staff should select "Onsite Sanction" on the Rule Infraction Report (F-544), annotate what the on-site sanction was and enter notes in the behavior modification/corrective action portion of the report.
4. Following a behavioral modification, the Rule Infraction Report (F-544) shall be completed in JMS and submitted to the sergeant for approval.
5. Guidelines for racking back individual residents:
   a) The time in rack back shall be designed to reach the goal of maintaining security or curtailing the improper behavior specifically at issue.

b) A resident will be allowed to participate in visiting if he or she is racked back, unless a security concern exists.
c) A resident who is racked back may be permitted to attend programs, unless a security concern exists and the resident will continue to be on rack-back status upon return. Contact a duty sergeant for guidance regarding any additional programming concerns.
d) If a resident is infracted and racked back pending a disciplinary hearing because they are considered to be a safety/security risk, it must be clearly indicated in the Rule Infraction Report (F-544).
e) Staff members may rack individual residents back for up to two hours without sergeant approval.
f) Individual residents may be racked back for up to six hours with a sergeant's approval.
g) At no time shall an individual resident be racked back for longer than six hours for behavior modification.
h) Document all rack backs in the unit's JMS shift log.

6. Guidelines for racking back groups of residents:
a) A duty sergeant or higher authority must be notified and approve the rack back of a group of residents.
b) A group rack back should only be used for violations of a group nature or when individuals cannot be identified.
c) When an entire unit is racked back, the rack back applies to all residents in that unit. It is not expected that officers must single out residents that the rack back should not apply for.
d) The shift commander shall be notified any time a group of residents are racked back for any reason.
e) Document any group rack backs in the unit's JMS shift log. It is not expected that staff be required to write an individual Rule Infraction Report (F-544) for each resident if there are ten or more residents involved in the group.

## D. Submission of Rule Infraction/Behavior Modification Reports

1. Any staff member may write a Rule Infraction Report (F-544). Reporting staff members shall:
a. Include detailed information, including:
1) Resident's full name and book of arrest number.
2) Date and time of the incident/discovery of the incident.
3) The resident's housing location before and after the incident.
4) Rules violated if applicable, including the rule number.
5) Direct, specific, and detailed descriptions of the behaviors or actions that violated rules. For example: who, what, where, when, why, and how.
6) A listing of injuries inflicted/suffered by the resident.
7) Reporting staff's name.
b. Submit the Rule Infraction Report (F-544), excluding (2) hour rack backs, to the sergeant for approval prior to the end of shift.
2. Original infraction evidence is not to be attached to the infraction report. It is to be secured for future use as evidence in criminal proceedings or disposed of at the direction of the duty sergeant following department policy 4.01.021 - Evidence Collection and Storage. A photograph of the evidence can be uploaded to the resident's JMS profile in

the documents section and noted in the supervisor remarks and actions taken section of the Rule Infraction Report (F-544).

3. Witness staff's name shall be added to the Rule Infraction Report (F-544).
4. The duty sergeant shall:
   a. Review the content of the Rule Infraction Report (F-544) for completeness, verifying that all information called for in Section D(1)(a), above is included.
   b. Complete any necessary follow-up investigation as soon as possible, preferably by the end of the current shift.
   c. Interview the violator resident, or others, when necessary.
   d. Determine if an on-site behavior modification/regulation or a Disciplinary Hearing is appropriate.
   e. Determine if pre-disciplinary hearing restrictive housing is necessary.
   f. List any comments and/or observations regarding the infraction. Recommendations for final discipline should only be made in unusual cases. Where exacerbating or mitigating circumstances are known, the duty sergeant shall include such information. It would also be appropriate to include information about efforts at on-site behavior modification, which can impact the severity of sanctions imposed, when necessary, obtain and attach witness statements.
   g. Approve the report and forward it to the delivery officer. Every attempt should be made to forward all documents by the end of the shift.
5. The officer delivering the Rule Infraction Report (F-544) shall:
   a. Give the resident a copy of the Rule Infraction Report (F-544) as soon as possible.
   b. Mark the Rule Infraction Report (F-544) as delivered in JMS.
6. Classification staff shall:
   a. Return all incomplete or facially invalid Rule Infraction Report (F-544) to a duty sergeant. (The sergeant that approved the report, if they are available).
   b. Notify Jail Health Services (JHS) staff whenever a resident is placed into restrictive housing.
   c. Process disciplinary appeals (Refer to Section O, below).

## E. Disciplinary Hearing Process

1. The disciplinary committee shall:
   a. Review the Rule Infraction Report (F-544) for facial validity in accordance with Section D(1)(a); if facially invalid, classification staff shall refer the Rule Infraction Report (F-544) back to the approving duty sergeant, or other duty sergeant if approving sergeant is not on duty, for review with the reporting staff. Duty sergeants are responsible to review errors with reporting staff. As time permits, such errors may be corrected and returned to classification staff for processing. Facial invalidity may include incorrect rule citations.
   b. Provide to the resident written notice of the disciplinary hearing at least 24 hours prior to the hearing. The resident may waive, in writing, the 24-hour waiting and preparation period.
   c. Initiate the disciplinary hearing within 120 hours of the discovery of the alleged violation, excluding weekends and holidays.
   d. Allow staff involved in the rule violation to appear and be present as witnesses only.
   e. Whenever possible and feasible, disciplinary hearings should take place in the Classification Office with the resident restrained following department policy 4.03.009 - Restraints and not at the cell door.
   f. Allow the resident to be present at the hearing, except:

1) During deliberations or witness statements.
2) If current behavior is a threat to the safety and/or security of staff, other residents and/or the facility.
3) The resident refuses to participate in the hearing.

g. Allow the resident an opportunity to provide a written statement if they wish.
h. Request that the Corrections Program Supervisor appoint an uninvolved, on-duty CPS to act as a representative for the resident when it is apparent that a resident is incapable of presenting evidence or preparing an effective defense on his or her own behalf.
i. Forward a copy of the Rule Infraction Report (F-544) to PES staff for review when a question of mental competency exists; CPS staff will follow normal procedures to process each report and determine the appropriate course of action based on input from the PES staff and behavior of the resident. PES staff shall review each case referred and determine if medical or psychiatric intervention is required, or if (pre and/or post) disciplinary restrictive housing is contraindicated. PES staff is responsible for notifying CPS staff of their determination related to specific referrals.
j. Discontinue a disciplinary hearing for residents deemed unable to participate in a hearing due to mental illness. The infraction record will be noted to reflect competency issues and the behavior of the resident is recorded in the resident's classification file.
k. For residents on temporary release (T/R) status, 4999 or R999 status, continue the scheduled disciplinary hearing when the resident is not available to participate. The classification staff will make notations in the infraction record to reflect the hearing date and time. The file will be forwarded to the designated classification support staff for entry into a tickler file, and upon the resident's return to custody, the classification staff will be notified and the hearing process will be resumed.
l. Instruct the resident that a maximum of three named witnesses may be called. Written witness statements shall be taken. The resident's signature is preferred, but not required, on witness statements.
m. Allow the resident to provide questions to be asked of their witnesses.
n. Review all information and make a finding based on a preponderance (more likely than not) of evidence.
o. Determine an appropriate sanction.
p. Notify the resident of the basis for the decision and sanction in writing.
q. Inform the resident that they have the right to appeal the decision (Refer to Section K, Disciplinary Appeal, below).
r. Make appropriate modifications to the resident's housing location, security level and Keep Separate From (KSF) status, as a result of the infraction and hearing outcome.
s. Complete a Disciplinary Hearing Form, listing the findings and rationale for the decision. Consult with a supervisor prior to imposing sanctions that are above or below the presumptive range, to discuss the mediating or exacerbating circumstances.
t. Record the completed disciplinary hearing decision and sanctions on the Rule Infraction Report (F-544) in JMS. The phrase 'no hearing necessary' will not be used. If a hearing is not held, the reason(s) will be stated clearly in writing on the Rule Infraction Report (F-544) or Disciplinary Checklist and Statement (F-554) in JMS.

2. The Corrections Programs Supervisor shall conduct a disciplinary hearing with the resident not present when the resident has escaped and is not currently in custody.

**F. Sanctions following the Disciplinary Hearing (not an exclusive listing)**

1. Sanctions may include verbal warnings, written warnings, loss of privileges, and up to ten days in disciplinary restrictive housing for any one incident.
2. Residents may never be punished by taking away regularly scheduled meals, clothing, bed, bedding, or normal hygienic implements and facilities (these items may be modified, however, and certain residents may be given adequate substitutions to the regularly issued items, in the interests of safety and security).
3. Sanctions imposed following a disciplinary hearing shall follow the approved ranges found in Section H of this policy. Exceptional or mitigating circumstances may warrant sanctions above or below those found in Section H of this policy. The exacerbating or mitigating circumstances must be documented in writing.
4. A record of previous guilty findings may be used as an exceptional circumstance, where appropriate.
5. A record of on-site behavior modification attempts may only be used to determine an appropriate sanction within the approved range found in Section H of this policy.
6. Suspension of sanctions: A portion of a sanction may be suspended if such suspension does not reduce the actual sanction imposed below the presumptive range (absent exacerbating/mitigation circumstances). The Disciplinary Committee shall document any exacerbating/mitigation circumstances. Upon a finding of guilt during the same booking, any previously suspended sanction shall automatically be imposed in addition to sanctions for the current infractions. Suspended sanctions last at least for the duration of the current booking but can also be carried over to subsequent bookings on the same cause number.
7. Loss of privileges: Privileges that may be removed are resident worker status, security override, access to dayroom, yard out, telephone, television, commissary, and programming.
8. Loss of dayroom access: For residents already restricted to one hour of dayroom access per day this may only be imposed when the resident's behavior creates safety and security concerns.
9. Loss of future visiting privileges may be imposed only if the infraction is related to visiting.
10. Good time: A specified amount of early release credits (good time) may be removed from the resident's earned early release credits (cause number(s) must be specified).
11. Restitution: Any damage to county property may result in disciplinary sanction and/or restitution.
12. Sanctions that include loss of good time or monetary restitution that are not satisfied prior to release shall be imposed on the resident's subsequent bookings and recorded on the same cause number.
13. Any sanction may be carried over from booking to booking but may be imposed only when the resident is being held on the same cause number that they were being held on when the original infraction occurred.
14. The Washington State Department of Corrections will receive a behavior alert on residents housed in restrictive housing, medical, or psychiatric housing at the time of their transfer following department policy 6.01.004 - Resident Behavior Alert Report.

## G. Disciplinary Restrictive Housing Rights and Privileges

Residents in Pre- or Post-Disciplinary Restrictive Housing shall have the following rights and privileges:

1. Housed in cells substantially similar to cells used for the general population.
2. Daily access to dayroom for exercise and shower (minimum 1 hour).
3. Permitted correspondence.
4. Access to legal material and representation.
5. Served meals that conform to dietary nutritional standards.
6. Access to medical care.
7. Granted one-to-one religious access to approved clergy.
8. Considered for individual educational tutoring.
9. Scheduled visitation for a minimum of three hours weekly.
10. Access to the recreational reading program - may be removed if reading materials are misused or destroyed.
11. Access to their issued electronic tablet – may be removed if the tablet is misused or damaged.

## H. Ranges of Sanctions for Resident Discipline

| Infraction Categories | Sanction |
|---|---|
| All Major and Serious Infractions | *Maximum Allowable Penalties - Ten days disciplinary restrictive housing, loss of good time, loss of any privileges associated with the infraction.* |
| | |
| All General Infractions | *Residents shall not be transferred to restrictive housing solely based on a general rule violation. Infractions will be processed normally by classification.* |

## I. Community Corrections Division

The Community Corrections Division (CCD) will internally track and address all infractions relating to violations of Conditions of Conduct Orders (COCO) and will provide the court with documentation of the specific violations. Rule violations which result in a remand to the jail will be processed by classification staff in the same manner as other infractions.

## J. Imposing Disciplinary Sanctions

1. The **Disciplinary Committee** shall be responsible for the following:
   a. Reading the resident's file and taking into consideration the following when determining disciplinary sanctions:
      1) The severity of the violations.
      2) The number and type of previous violations.
      3) The severity of injuries to others.
      4) Use of weapons.
      5) Prior and recent behavior.
      6) Whether the infraction was resident to staff.
      7) If an emergency response was required.
      8) Any other pertinent factors.
   b. Identifying cause numbers on the disciplinary hearing page in JMS for any sanction involving loss of good time.

c. Forwarding a copy of the disciplinary sanction to the commitment officer for all cases assessed as "Loss of good time" (refer to department polices 5.07.001 - Good Time Credit and 5.07.002 - Sentence Computation and Tracking).
d. Distributing copies of the Disciplinary Hearing Form to floor control, the resident's housing unit, and reception, when future visiting privileges are being restricted (the offense must be related to visiting).
e. Distributing copies of the Disciplinary Hearing Form to floor control and the housing unit, when yard privileges are being restricted (the offense must be related to yard).
f. Distributing a copy of the Disciplinary Hearing Form to the housing unit, including the duration of restriction, when dayroom privileges are being restricted.

2. **Classification staff** shall be responsible for forwarding a copy of the Disciplinary Hearing Form:
   a. To the bookkeeping office when a financial penalty or loss of commissary privilege is imposed.
   b. To the bookkeeping office and assistant finance manager when destruction or damage to county property occurs.
3. The **Bookkeeper** shall administer financial penalties.

**K. Disciplinary Appeal:**

1. Residents may appeal disciplinary decisions.
2. A Disciplinary Appeal Form will be provided to the resident by the CPS at the time of the hearing, upon request. The resident's name, BA number, and housing location shall be written on the Disciplinary Appeal Form and given to the resident with their copy of the Disciplinary Hearing Form.
3. Residents shall be given 24 hours to submit an appeal to CPS staff. Additional, reasonable time to prepare an appeal shall be made available upon request.
4. The CPS shall pick up the appeal form at the appointed time from the resident. The appeal will be scanned and uploaded into JMS under the associated disciplinary hearing. The CPS shall alert the Corrections Program Supervisor that there is a disciplinary hearing at their level for review.
5. The appeal shall not be reviewed by a staff member who was a member of the disciplinary committee.
6. The **Corrections Program Supervisor** shall return a written response to the resident within 72 hours indicating if the finding or sanctions have been upheld, rescinded, or modified.
7. **Classification staff** shall:
   a. Update the classification file and tracking log.
   b. Make a copy of the appeal and decision for the resident.
   c. Deliver the entire hearing file to the floor location mailbox where the resident currently resides.
   d. Enter the results of the appeal into the resident's classification file.
   e. Make a copy of the hearing page, attach the page to a copy of the infraction report, and forward to the duty sergeant who signed the infraction report.
   f. File the packaged documents.
8. The **CPS** assigned to the location where the resident resides shall:
   a. Enter the appropriate location changes and schedule the resident's release from disciplinary restrictive housing when required.
   b. Deliver a copy of the appeal response to the resident.

## L. Classification/Operations Workgroup

1. If any classification staff, witness, writer of an infraction, or approving duty sergeant is dissatisfied with a disciplinary proceeding or result, they may present their concern, either orally or in writing, to the Classification/Operations Workgroup, via any member of the group.
2. A majority of the members of the workgroup must be present to constitute a quorum.
3. The minutes of the workgroup's meetings will be posted in a forum accessible by department members.
4. The Workgroup shall review the issue as soon as possible and respond in writing to the presenter of the complaint. Decisions on issues will generally be by majority decision, but the chair of the workgroup may delay a decision on an issue pending receipt of additional information. Issues that arise during this process shall be handled as in any other forum, in a progressive manner. Issues will be resolved at the meeting in which they arise unless additional information is needed, in which case they will be resolved at the next meeting, absent some hardship.
5. The workgroup may recommend additional training or review of issues for groups of staff members, or individuals, if it deems necessary.
6. The workgroup cannot reverse any not guilty disciplinary hearing decision or increase sanctions imposed.
7. The workgroup meets monthly and is chaired by a member of the Senior Management Team. Such meetings may only be cancelled if there are no agenda items.
8. Agenda items may be added by any staff member who has filed a written complaint or plans on attending to present an oral complaint. Complaints can be submitted to any member of the Senior Management Team or a member of the committee.